

Field Trip Procedure for Parents

2018/2019 School Year

Dear Parents,

We would like to thank you in advance for your cooperation in helping us ensure that each of our middle and high school students participates on the various field trips scheduled for the upcoming year. The following forms and procedures are our effort to keep the required paper work to a minimum for you and the school, while ensuring we have all necessary information for each student.

The following must be submitted to ISA Reception marked Attention – Annette Brand before your child will be allowed to participate on any school trip. Documents can be found on the ISA website <http://www.isa.aberdeen.sch.uk/handbooks.htm>, under News & Infor, Handbooks & Forms.

- 1) **Field Trip Annual Parental Consent Form**, completed and signed by parents. This will give your child permission to take part in all school trips and activities throughout the year. Prior to each trip or activity a letter from the trip leader will be sent to parents with the trip details. At that time, if you **DO NOT** wish for your child to participate, you can choose to opt out by checking the appropriate box and returning the form to the trip leader or contacting the trip leader.
- 2) **Student's Role on ISA School Trips Form**, signed by parent and student.
- 3) **Copy of valid passport photo page and visa if applicable**. Please note that passports must be valid for at least 6 months after return from trip.

These details will be used throughout the year, and it is **essential that you inform ISA of any changes** in order for us to update your child's information (e.g. Medical Conditions, Emergency Contacts and Passport Numbers etc.)

Sports teams may require additional forms which Mr DeGraw will distribute as necessary for each sports tournament.

In the event your child becomes ill during a field trip and is unable to continue, it is the responsibility of the parent to collect their child. If this is not possible, arrangements will be made by ISA.

Please return the forms and passport page promptly. Thank you again for helping to ensure your child has a safe and enjoyable experience this year at ISA. If you have any questions please contact Annette Brand at abrand@isa.aberdeen.sch.uk

Yours sincerely,



Annette Brand
MS/HS Secretary